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Q U I N's
R U D I M E N T S
O F
Book - Keeping.

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QUIN'S RUDIMENTS⁷⁰⁸
O F^R
BOOK-KEEPING;¹⁴

COMPRISED IN
SIX PLAIN CASES,
A N D

Attainable in as many D A Y S,
Without the Help of a TEACHER;

CALCULATED FOR
PERSONS of either SEX, grown to MATURITY.

W I T H^{124a}
A N E S S A Y

On the fit Manner of Initiating YOUTH to
TEMPERANCE and MORAL RECTITUDE;

BY A N E A S Y
A R I T H M E T I C A L S C A L E.

L O N D O N, P R I N T E D,
And Sold by J. BEW, Pater-noster Row; also by W. DAVEN-
HILL, Cornhill; and J. WALTER, Charing Cross; 1776.



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E
S
to

TO THE
RIGHT HONOURABLE
JOHN SAWBRIDGE,
L O R D M A Y O R
O F T H E
C I T Y O F L O N D O N.

My LORD,

THE Lustre of your social Vir-
tues being superior to the
Elevation of your Office in the
State, I am the more emboldened
to approach your Lordship; and
B joyfully

joyfully viewing you, the vigilant Guardian of a great commercial People ; the tender Friend of Community in general ; and the cherishing Encourager of every useful Improvement ; I can no longer refrain entreating your Lordship's benign Protection in favour of this little Work ; which, with all due Deference, I devote to your Lordship's auspicious Patronage ; most humbly confiding, that, in your known Candour, my Endeavours will be considered by your Lordship, as the Effect of an Inclination, big with Desire of being found useful to a worthy Public, whose continued Encouragements have bound me in a grateful Service to them.

My

My LORD, the great Number of adult Persons, whom I have assisted to a Sense of adjusting their own Accounts regularly, with little Loss of Time, has powerfully induced me to think of still a greater—mature in Years, but young in the Knowledge of their own Concerns, and whom I could not serve in the same Way in any better Manner than by publishing this Treatise ; trusting that the compendious Principles laid down in it, are so adapted to the different Capacities and Occupation of Persons, as to prove a pleasing and interesting Study to those desirous of good Order in their Families ; and I earnestly hope that Writers of more excellent Invention

will condescend to improve a System of so much Importance to Mankind.

My LORD, permit me, with great Submission, to lay before your Lordship the unexpected Condition of a Person grown to Maturity and untaught, at once changed by casual Fortune from Distress to Affluence, and then, incapable of enjoying the fickle Dame, not knowing how to arrange her bounteous Host, intrusts the Conduct of his All to the hand of Chance, or some faithless seeming Friend, who raises his Hopes above Reason's Summit, to dash him down the Precipice of Perfidy; nor are the Numbers few who thus daily rise and fall

fall in the uncertain Scale of Prosperity and Adversity : Thus Men suffer through the unhappy vulgar Opinion, that Literary Fruit can only be gathered in the Season of Youth ; as if Nature was engaged to thrust out the Use of Reason and the Exercises of Reflection, as the human Body increases in Strength and Magnitude.

And it is chiefly from this reigning prejudicial Opinion, that People in general are deterred, at a certain Age, from attempting what I have often witnessed to be the easy Conquest of middling Capacities ; and so they consequently remain to be the Victims of a foolish Credulity.

My

My LORD, I have ventured on the Novelty of introducing the most universal and essential Uses of Arithmetical Information, accompanied with Moral Evidences, for its better Reception ; no one is a better Judge than your Lordship of the Connection between Arithmetical Arrangements in the Duties of Life, and the Moral Effect arising from such Order ; therefore, My LORD, should I be censured for having differed from others who have written on the many Subjects and Objects of Arithmetic, I have a Consolation which I cannot readily be deprived of—that, sheltered by your Lordship's Sanction, I cannot feel from the Injudicious ; and
the

the Candid will allow my Plan to be well adapted to thousands, who have despaired of being ever acquainted with any such Qualification; and if a Critic shall deem the Scheme simple, he gratifies my Wish the more; as Simplicity in Axioms cannot be considered Defects, knowing that naked Truth is more availing, than when robed in the supposed Decorations of elaborate Skill; I am therefore the more happy in my Labours; nor can I accuse myself of being Negligent in this interesting Duty; if I am found weak in any Attempt of it, I freely confess it must be more owing to Inability than want of Attention; my great Ambition is, that my Endeavours of extending so necessary

fary a Degree of Knowledge, may
not prove unworthy the improving
Notice of more sublime Thoughts;
earnestly wishing your Lordship's
great Examples in Life may be co-
pied by the World, as faithfully as
they are admired by

Your Lordship's

Most obedient

Humble Servant,

MATTHEW QUIN.

Prujean Square, opposite
Surgeons Hall, London.

Q U I N's
R U D I M E N T S
O F
B O O K . K E E P I N G .

TH E greatest moral rectitude, necessary for *adult persons*, must proceed from a right knowledge and practice of keeping *orderly accounts*.

To answer this great end, I have formed an *easy scale*, whereby LADIES, GENTLEMEN, MERCHANTS, and MECHANICS, capable of subtracting one
B sum

sum of money from another, may *state* and *balance* their own accounts correctly, and have a clear view of all their transactions, either *particularly* or in *general*, whenever required, without applying to any other *assistance*, than what is given in this *little Tract*.

In the *first part*, is comprized a system of keeping accounts on the true *Italian principle* of DOUBLE ENTRY, reduced to SIX PLAIN CASES, and attainable in as many *days*—for the use of those whose *negotiations* are extensive.

In the *second part* (which may be understood in an *hour*) may be seen a general view of the conduct necessary for a more *private character*, in *keeping accounts* by DOUBLE ENTRY; by which *scheme*, the conductor may see the state of his *domestic concerns* every day.

And

And the *Essay* annexed, relative to the fit manner of initiating *youth* to a proper sense of *moral duties*, demonstrates the advantage and necessity of pursuing the *plan* there recommended for that purpose. To expatiate on the *utility* of being expert in *accounts*, would be paying an ill compliment to persons of a *rational understanding*; who are already convinced of *that*, though not of the *easy simple manner* in which it may be acquired. No subject has been more *treated* of, and worse *understood* by the generality of those whose interests are so much depending on it, than that of *Book-Keeping*.

The *school modes* are so obscure, as to prevent thousands from venturing on such expected *difficulties*; and few engage it, but through a necessity of being qualified for *commercial concerns*, as if it

was a mystery peculiar to *trade only* ; and that the NOBLES, GENTRY — but *particularly* the LADIES — were not to enjoy the happiness of knowing how to *state* and *balance* their own accounts correctly, without going formally through the *labour* and *darkness* attending on this supposed mystery.

The ART is of *itself* very comprehensible by any reasonable capacity ; and if found so, why should *Ladies, Gentlemen*, or even *Servants*, be excluded from the advantages of having it ? Why that they have, is owing to the useless *ambition* of fanciful *schoolmen*, who rather wanted to make a copious display of their amazing knowledge in the *art*, than to edify others, by a concise explanation of the necessary *style* in which this *useful subject* ought to appear.

The

The *writers* on this business strictly copied from each other, not daring to differ in *opinion* from a schoolmaster, who never knew the fundamental elements of Commerce, nor even what he assumed to *teach* of it ; for those who have a competent commercial knowledge seldom become *authors*, well knowing the emoluments of the *practic* part of the *art*. Yet how very necessary is it, to have certain *rules* formed for many other ranks besides the *merchant* ! — A *Lady*, a *gentleman*, the *mechanic* and *dealer*, would find no small satisfaction in knowing an easy *method*, founded on proper principles, to govern their *public* and *private concerns* by ; so as to be capable at pleasure to see a true *state* of their affairs, with as great a certainty as if they had gone over all the *wide-winding maze* of *school forms*.

Gentlemen

Gentlemen who have gone through the irksome tedious varieties generally taught, will bear the best testimony in my favour, from their being convinced how much their *time* and *senses* have been wasted in frequent repetitions of one thing, differing a little *now* and *then* in the form of expression, to create a burthensome and unnecessary variation in the *same article*, to the great obstruction of an endeavouring mind ; for the *memory* must be defeated, by the teacher's blending foreign complex matter with the object of *study*.

If I engage to teach a *lady* or *gentleman* the art of keeping their accounts in a desirable orderly manner, consistent with the *Italian system*, must I prepare their attention, by reciting numberless *rules* and *forms* observed by the *commercial world* ? — A *Lady*, who has nothing

thing more to *adjust* than her own domestic affairs, and desirous of doing that according to the necessary *rules*, to render them fit for her *own*, or any *other* person's inspection; must I convey this necessary qualification, by endeavouring to impress *ideas* on her mind so foreign to what ought to be done; as first to insist upon her going through a regular course of *vulgar* and *decimal Arithmetic*, and also enjoin her to get numberless rules of some *tedious tract* in book-keeping perfectly in her *mind*, to be uttered with great readiness as the master afterwards required; though at the same time there is no numerical abilities necessary more than *addition* and *subtraction* of money, as may be seen in the second part of this Treatise? Yet no less absurdities than these have been imposed on many, who had neither *time* nor *inclination* for such preparatory lessons,

sons, and consequently obliged to relinquish any farther pretension to so *valuable* an acquisition.

There are two *names* given to *Book-Keeping*; the one is called "DOUBLE ENTRY," and the other "SINGLE ENTRY;" the first mentioned is the method pursued by *merchants* and other principal *negotiators*; and that of *Single Entry*, by retailing *dealers*: not that the inferior class in trade is confined to that *mode*; but that a want of *knowledge* at first introduced it, and custom has continued it to common use.

There are also, according to this *Treatise*, two ways of keeping Accounts, but both are on the principles of DOUBLE ENTRY. There are, in all the *authors* which I have read relating to *Book-Keeping*, a numerous set of names given to

to *accounts* which are very vague—in fact, there are but two general names which can be supported—REAL and PERSONAL.

PERSONAL ACCOUNTS, are the mutual transactions between *another* and *me*, written in such order, as occasionally to shew how much I owe to *him*, or *he* to *me*.

REAL ACCOUNTS, are my real property, either in my possession, or in the hands of others.

There is a third kind of *account* in general *use*, which I cannot admit till better warranted by its *Advocates*; it is called IMAGINARY ACCOUNTS.

Under this *imaginary title*, the imagination still creates more; and one of
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these bantlings is that well known *title* given to an account opened in every merchant's book, stiled PROFIT and Loss, though no title given can be more inconsistent and absurd; when it is evident, that if I gain on any commodity, my profit is *real* and not *imaginary*; and by a similar rule, *loss* is but too frequently acknowledged to be *real*: besides, the attempt of blending *two opposites*, which give names to objects so different in *nature*, in order to form a *title* for one certain thing, is a very unpardonable blunder.

THE SIX PLAIN CASES
proposed in the title of my present *plan*
are these.

1st. To form a *List* or *Inventory* of my whole stock to begin trade with; and *another*, of what *Debts* I owe.

2d,

- 2d, is *Buying* ;
 3d, *Selling* ;
 4th, *Receiving* ;
 5th, *Paying* ; and the
 6th, *Balancing*.

Many other names are given to *accounts* with great impropriety. BARTER is one of these imaginary brats, known but in the fancy of *scholastic men* ; TRADE knows it not, as money is the known medium in all negotiations : for instance, if I exchange my *horse* for *yours*, which is valued at fifty pounds more than mine, and I pay you the balance in *cash*, or any commodity valued at the sum required, don't this become as essential a discharge of my *account*, as if I had actually paid *ready money* to the full amount of the horse's value ? consequently the term BARTER in this transaction would be *vague* ; and, indeed,

all fimilar titles ought to be equally condemned, as fuch unnecessary varieties greatly impede the learner; for a farther confirmation of which I will give another *example*.

I write to my correspondent at *Naples*, defiring him to commiffion fome friend of his at *Lifbon* to purchafe a pipe of *Port* for me, which is to be fhipped from thence to *Dublin*, and there to be delivered to my friend as *per* appointment, who immediately exchanges it for its *equal value* of *Irifh linen*; and this linen he fhips on board the *Success*, Captain *Dunn*, configned to me at *London*—Pray what are all thefe different *comiffions* and *negotiations* but actually *buying* and *selling*? Yet the variety of founds in it would give a bad variety of apprehenfions to the *ſchool pupil*, how he ſhould ſtate and balance this feemingly intricate

intricate *account*, though void of any mystery; for admit that the *pipe* of *wine* was purchased for £. 26 10 0

And the charges attending
the whole buſineſs, for
which I am accountable,

amount to - 10 10 0

Consequently the *pipe* cost

me - - £. 37 0 0

Which I am to subtract from £. 46 10
being the sum for which I have sold
my *linen*, and the difference is my *gain*,
being £. 9 10.

It is the *practice* with Book-keepers to place their *gain* under the title of PROFIT and LOSS, as I have already mentioned ; yet, to the ear of reason, this would be a strange imaginary title to be given to my present gain, which has every

every necessary testimony of being *real*, not *imaginary*, *profit* ; not *loss*. Likewise, if I have the misfortune of having my *house* and *goods* burnt to ashes, no *Cassuist* or *Logician* will deny the *reality* of my *loss*, nor venture to assert that it ought to be called *profit* and *loss* : therefore I would recommend to those who have not an enjoyment in perplexities, to avoid as much as possible all these *unmeaning titles* ; and to form names for their *accounts* as expressive of the real nature and meaning of the transaction, as may convey a descriptive *idea* of the subject meant for explanation, and not to suffer *custom* shamefully to *triumph* over *reason*.

When I come to record my *gain* and *loss* in this little *picce*, I shall demonstrate that these accounts are to be
otherwise

otherwise stated, than as hitherto practised.

PARTNERSHIP is another degree of *imaginary accounts*, and the Book-keeper capable of conducting it in good order, is allowed to be an *adept* in business; not reflecting, that when two or more are jointly concerned in *Trade*, the transaction ought to be stated in the same manner as when a person carries on business *singly*; and the only difference is, a *division* of the *profit*, and *accounting* for *losses*, in proportion to the respective shares which the partners have in the *joint stock*.

For the regular order of keeping *accounts* by *double entry*, in *mercantile*, or other extensive *negotiations*, it is absolutely necessary to have the three following books:

A Day-

A Day-Book, Journal, and Ledger.

The *Day-Book* is to contain the original state and progressive nature of our whole transactions, with their respective dates, in a *style* free from ambiguity, and to be afterwards preserved as a proper *record* for deciding any future doubts which might arise in the *other books* concerning the origination and authenticity of the transactions doubted of: and as this first book is the very *foundation* and *authority* of the *other two*, it ought not to be entrusted with the hand of *negligence*; notwithstanding that it is so very easy to conduct it, that any person capable of *writing* a very middling hand, and adding a few sums of money together, may make all the occasional entries in it, as correct as any *author* who has ever wrote on the subject.

Consequently

Consequently as the approach to so valuable an acquisition is rendered *plain* and *easy*, it is inexcusable in *Ladies* or *Gentlemen* to omit having a proper knowledge of their *domestic concerns*, from the duty they owe to their own interests, and the pleasure of being able in an orderly manner to satisfy the minds of those with whom they transact any business: for if any person thinks it drudgery to go through the *regular forms* of the other two books, he may (by keeping the Day-Book *himself*) give the management of the *Journal* and *Ledger* to his clerk or servant, and not be under the dread of an unjust steward committing either *fraud* or *blunder* without being *detected*.

The *Journal* is the next book to be used in the course of this ART. It is to be a copy of the substance of *all the*

D

entries

entries written in the *Day-Book*, with their respective *dates* ; the *stile* to be concise and descriptive, so that the historical narrations given of transactions in the *Day-Book*, may be digested into a still more *brief form*, when transferred into the *Ledger*.

Every entry in the *Journal* is to be Debtor to some *person* or *thing*. The proper *rule* for which will be given in its place.

The *Ledger* is the third and last of these necessary *books* ; and as in it all the transactions written in the *Day-Book* are transferred from the *Journal*, and disposed of in such order as is required by this *system*, in that book only you may see at *pleasure* the state of your affairs, either in a *general* or *particular view*, as will be demonstrated in the following explanatory *examples*, and *unerring instructions*. RE-

R E M A R K S

O N T H E

D A Y - B O O K.

THE first *three Entries* in it constitute my *whole Stock* to begin with, and the *fourth*, acknowledges my being indebted to *Thomas Lamon* for a certain sum. These two accounts, of what *I have* and what *I owe*, discover the present state of my *Affairs*; and form the first of the SIX CASES proposed.

The *fifth Entry* in this book, and 2d CASE, is - - - *Buying*;

The *6th Entry* and 3d CASE is - - - *Selling*;

The *7th Entry* and 4th CASE is - - - *Receiving*;

The *8th Entry* and 5th CASE is - - - *Paying*.

D 2

And

And the 6th of these *Governing Cases*, arises when I come to balance the different accounts in the *Ledger*, and is stiled *Balance*.

The 9th *Entry* in the Day-Book is *Paying*, consequently is comprehended in the 5th CASE; and had I ten thousand different species of *Entries* to make, they must (if plainly and properly expressed) come within these SIX CASES, and differ in nothing except the names of *Persons* or *Things*.

The *strokes* opposite the *Entries* signify their being transferred into the *Journal*.

D A Y.

Day-Book.

LONDON, 1st January, 1776.

	£.	S.	D.
My whole Stock, to begin Trade with, consists of			
— Cash in hand — — — — £500			
— Ten Hhds of Red Port, valued at 20l. per Hhd. — — — — 200			
— Debt due to me by <i>Alexander Grant</i> , having lent to him 10th May last — 300			
	1000		
— I owe <i>Thomas Lamon</i> , having borrowed from him 2d August last — — —			
	250		
— Bought from <i>Alexander Grant</i> Two Hhds of Red Port, valued at 24l. per			
	48		
— Sold unto <i>Thomas Lamon</i> —6 Hhds of my Red Port out of the Original Stock, at 32l. per			
	192		
— Received from <i>Alexander Grant</i> —on Account			
	100		
— Paid unto <i>Thomas Lamon</i> —on Account			
	20		
— Paid different Charges of House-Keeping for this Month in full, as per Bills on the File.			
	8		

A definition is already given of the *use* of the *Journal*; the *Terms* of it only want explanation.

The 1st of these is, “SUNDRIES DEBTORS to STOCK.”

These *Sundries* are the *three sundry things* which constitute my *Stock*, that is to say, *Cash*; *Red-Port*; and *Debt* due, &c. and the *Term Stock*, signifies *myself*, as if I would say, *sundry things debtors to me*.

The 4th *Entry* in the *Journal*, is,
“STOCK DEBTOR to THOMAS
“LAMON.”

Here again I am called *Stock*, being accountable to Mr. Lamon for the Sum.

The 5th *Entry*, is my having bought *Red Port* from *Alexander Grant*; and as it adds to the quantity of my *Port*, consequently that commodity is accountable

able to *Mr. Grant* for the *increase*; for which reason, *Red Port* is made *debtor* to *Alexander Grant*, though it might seem natural, that *Stock*, or *myself*, should be the *debtor* in this transaction; in fact, I am the natural debtor; but this manner of terming it, discovers, at the *end*, how much I have lost or gained on that *Article*; and the same distinction is to be observed in every thing *bought* or *sold*.

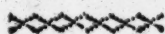
The 6th Entry is, *Selling* to *Thomas Lamon* six *Hogsheads* of my *Port*; and he is made *debtor* to that commodity for the *Amount*, and not to *me*, as my *Stock* of *Port* is so diminished by him.

The 7th is receiving *Cash*, for which *Cash* is made *Debtor* to the *Giver*.

The 8th is *Paying* to *Thomas Lamon*, and he is made *Debtor* for being the *Receiver*.

The

The 9th Entry diminishes my *Cash*, consequently is made *Debtor* to *Cash*.



RULES for knowing the DEBTOR in all circumstances.

Every *Thing* I receive is *Debtor* to the Person from whom received. And every *Person* to whom I give, is *Debtor* to the thing given.

Again, if I exchange *one Article* for *another*, the *Article received* is *Debtor* to the one given.

JOURNAL

Journal.

LONDON, 1st January, 1776.

Page 1.

		£.	S.	D.
	<i>Sundries Debtors to Stock, for the Amount of my whole Estate</i>	1000		
.1	<i>Cash in Hand</i>	£500		
.2	<i>Red Port, 10 Hhds, at 20l. per</i>	200		
.3	<i>Alexander Grant, Debt due by him</i>	300		
		£1000		
	I			
.4	<i>Stock Dr to Thomas Lamon, borrowed from him</i>	250		
	10 Page 2.			
.2	<i>Red Port Dr. to Alexander Grant, for 2 Hhds bought from him, at 24l. per</i>	48		
	20			
.5	<i>Thomas Lamon Dr. to Red Port, for 6 Hhds, at 32l. per</i>	192		
	28			
.1	<i>Cash Dr. to Alexander Grant—received on Account</i>	100		
	29 Page 3.			
.5	<i>Thomas Lamon Dr to Cash—paid him on Account</i>	20		
	31			
.6	<i>Household Expences Dr. to Cash, for different Charges, as per Bills paid</i>	8		

The Figures in the left hand Column refer to the *Folios* of the *Ledger* where the Accounts are transferred to.

A.	B. Balance. 7.	C. Cash. 1	D.
E.	F.	G. Grant, Alex. 3.	H. Household Ex- pences. 6.
I.	J.	K.	L. Lamon, Tho. 5.
M.	N.	O.	P.
Q.	R. Red Port. 2.	S. Stock. 4.	T.
V.	U.	W.	X.
Y.	Z.		

The Ledger

REquires an *alphabet* to direct you to every account opened in that book, or which may be transferred from one *folio* to another. I have ventured to swerve from custom in forming of it; by adding *two necessary letters*, which are omitted by all others, (I mean J. and V.) and for this reason, that many names begin with these letters, where it would be highly improper to use I. and U. in their stead.

No *two letters* in the alphabet have more different *sounds* and *offices* than V. and U. the one being a *vowel*, and the other a *consonant*. How unlettered is it to look for *Valentine* or *Venice* in the *alphabet* under the letter U?—and likewise for *James* or *Juniper*, under the letter I?—which last letter is incapable of forming any *sound* similar to J.

1776

(1)

JAN.

Cash ————— Dr.

£. S. D.

1 1 To Stock—having now in Hand —

4 500 —

28 2 To Alexander Grant—received on Account

3 100 —

600 —

1776

JAN.

29

31

1776

(1)

JAN.

Cr.

£. S. D.

29	3	By Thomas Lamor—paid on Account	—	5	20	—
31	3	By Household Expences for 1 Month	—	6	8	—
		By Balance in Hand	— —	7	572	—

600

1776

(2)

JAN.

Red Port——Dr.

£. S. D.

1	1 To Stock—for 10 Hhds. at 20l. per	—	4	200	—	—
10	2 To Alexander Grant—for 2 Hhds.	—	3	48	—	—
	2 To Stock—gained on this Account	—	4	72	—	—

320

1776

(2)

JAN.

Cr.

£. S. D.

20 2 By Thomas Lamon—6 Hhds. 32l. per —

5 192 —

By Balance—6 Hhds. on Hand, valued at

7 128 —

320 —

1776

(3)

JAN.

Alex. Grant—Dr.

£. S. D.

1 To Stock—Debt due by him — —

4 300 — —

— 300 — —

1776

(3)

JAN.

Cr.

£. S. D.

10	2	By Red Port—2 Hhds. at 24l. per	—	2	48	—
28	2	By Cash—received on Account	—	1	100	—
		By Balance—due to me	—	7	152	—

300

F

1776

(4)

JAN.

Stock ————— Dr.

£. S. D.

1 To Thomas Lamon—due to him —

5 250 —

31 To Cash—for Household Expences —

1 8 —

To Balance—for what I am now worth

7 814 —

1072

1776

(4)

JAN

Cr.

£. S. D.

1	1	By Cash—now in Hand	1	500	—	—
	1	By Red Port—10 Hhds. on Hand	2	200	—	—
	1	By Alexander Grant—due by him	3	300	—	—
28	2	By Red Port—gained on that Account	2	72	—	—

1072

1776

(5)

JAN.

Tho. Lamon—Dr.

£. S. D.

20 2 To Red Port—6 Hhds. at 32l. per — 2 192 —

29 3 To Cash—paid on Account — — 1 20 —

To Balance, due to him — — 7 38 —

250

1776

(5)

JAN.

Cr.

£. S. D.

1 By Stock

4 250

250

1776

(6)

JAN.

Household Expences—Dr.

£. s. d.

31 3 To Cash—Expended in this Month —

1

8

1766

(6)

JAN.

Cr.

£. s. d.

31 3 By Stock—Expended in this Month —

1

8

1776

(6)

JAN.

Household Expences—Dr.

£. s. d.

31 3 To Cash—Expended in this Month —

1

8

1766

(6)

JAN.

Cr.

£. S. D.

31 3 By Stock—Expended in this Month —

1 8 —

(7)

Balance————Dr.

£. s. d.

To Cash—now in Hand	—	—	1	572	—
To Red Port, remaining on Hand 6 Hhds. valued at	—	—	2	128	—
To Alexander Grant—due by him	—	—	3	152	—

852

		Cr.	£.	S.	D.
By Stock, for what I am now worth	—	4	81	4	—
By Thomas Lamon—due to him	— —	5	38	—	—

T H E
D A Y - B O O K,
JOURNAL and LEDGER,
Of One Month's Transactions, be-
ing now finally *Stated*,

By the same rule and order, may the accounts of a day, a year, or any length of time, be regulated; and when the ledger is balanced, the amount of what you are then worth, and what you owe, appears; forming a new inventory, and a clear view of your entire affairs; and indeed the oftener this prospect is taken, the more shall you be enabled to guide and govern your future business with success.

Instructions for stating and balancing the
L E D G E R;

TO give the learner any directions how to rule these *three books* would be unnecessary, as it is no more than to

imitate the mechanical order before him in the different *examples*.

The figures in the small columns of the *margins* where the *dates* of transactions are, signify the pages of the *journal*, from whence the opposite accounts have been transferred.

And on the *Debtor sides* of the *folios*, in the small columns adjoining those of *cash*, are the figures to shew what *folio* of the Ledger contains the Creditor of the account annexed ; and on the *Creditor sides* are the like small columns, which contain figures to direct you to the *folio* of the *Debtor* of the accounts, opposite to each of these figures.

The number of *folios* in the preceding *ledger* are *seven*, having as many

different *titles* given to the *accounts* opened in them.

Opening an account and giving a title to it, is thus, (as in Folio 1.) CASH——DR. (and on the opposite side)——CR. and so on till all the accounts are opened, forming the Debtors on the left, and the Creditors on the right hand side of every folio.

The *rules* for knowing the *Debtors* and *Creditors* in every account, are these :

Whatever *articles* I have on commencing *business*, are then made *Debtors to stock*; and the *title* or *account of stock*, is *Creditor* by each *article* for the amount; as may be seen in the *ledger*, in *folio 4.*

And

And whatever I *receive* in future transactions, are to be *Debtors*, and the *person* from whom *received*, are to be *Creditors* for the same sum.

And whatever I *deliver*, or *pay*, is *Creditor*, and the *person* to whom I *deliver* or *pay* is *Debtor*.

The first *three accounts* opened in the *ledger* are, CASH, RED PORT, and ALEXANDER GRANT; and *they* are respectively charged, *debtors to stock*, in the different *folios* 1, 2, and 3, where they are *opened*; and are *each* of them immediately entered on the *Creditor* side of stock, as in *folio* 4.—See the example.

STOCK, the 4th entry in the *journal*, is made *Debtor* in the *ledger* for what I
owed

owed at the commencement of *trade*. And in this *folio* of *stock*, I have a clear view of what *I have*, and what *I owe*, by stating it on the principles of *double entry*, according to this example.

The next *journal entry* is, *Alexander Grant Debtor to Red Port* for 2 Hhds.—The account of *Red Port* is already open in *folio* 2. so is *Alexander Grant's* in *folio* 3; therefore, according to the *rule given*, —*Red Port*, having received an addition in quantity—the account of *Port* is made *Debtor* to the *giver* (*Alexander Grant*) for the value, &c. and then I turn over to his *account*, and give him *credit* for the same sum; as he has paid so much into my *general stock*, for what he owed at the beginning.

In

In the 5th folio of the ledger, where Mr. Lamon's account is opened, and made Debtor to Red Port, (as mentioned in the 6th entry of the journal ;)—for having delivered to him 6 Hhds. of my Port in part of payment, he is to stand Debtor to that commodity for so much—and Red Port is to be credited for the same sum ; which you are immediately to enter on the Creditor side of Port in folio 2. Here it is to be observed, that the 6 Hhds. sold, cost me but 20l. per Hhd. and having sold them for 32l. I gain 72l. on the whole ; and as Red Port was one of those articles which first constituted my estate, for which it was made Debtor to stock, it follows that the account of Port should be Debtor to stock for the sum gained ; instead of opening an account of profit and loss, to place my real gain

gain to it, contrary to *common sense*; and when you enter it on the *Debtor side* of *Port*, &c. then turn over to *stock*, and make that title *Creditor*, by the sum gained.

The 7th entry in the *journal*, is my *receiving Cash* from *Alexander Grant*—in this case, *cash* is made *Debtor* to him for the sum received, as in *folio 1.* and then he is credited in his own account, *folio 3.* by *cash* for the same amount.

The 8th entry in the *journal*, is my *paying Mr. Lamon*, on account, a sum of money—this I transfer to his account, *folio 5.* in the *ledger*, and charge him *Debtor to Cash*, for so much received, and I go to *Cash account*, *folio 1.* and make *Cash Creditor*, by *Thomas Lamon*, for the amount paid to him—being 20*l.*

The

The 9th entry in the *journal*, is HOUSEHOLD EXPENCES *Debtor* to CASH, and when opened in the *ledger*, it is also filed in the same manner ; and though it is customary to place consumptions of this nature to PROFIT and LOSS ; yet in this case I will venture to make the account of stock, *folio* 4. to answer for money expended in this, or any similar manner : It is evident in the present circumstance, that having paid 8l. for one month's *House Expences*, my *cash* is diminished by so much, and of course *Household Expences* is naturally a *Debtor* to *Cash* for that sum, and *Cash account* is ever answerable to *stock*, or *me*, for its increase or decrease ; and, in this *case*, the money being expended in my daily support, my *stock* is to be made *Debtor* to *Cash* for so much consumed by *me*, and

H *Household*

Household Expences to be credited by *stock* for the sum expended, nor is it needful to *open* any such account as *Household Expences*, only for the satisfaction of knowing the annual consumption in that way; and in the like manner it may be known how much is lavished by any mode of extravagance, by *opening* an *account* in your *Pocket Book* (for privacy sake) under some apt title to express what is meant—Such as CASUAL EXPENCES *Debtor* to *Cash*, and transferring the contents of it weekly or monthly into your *ledger*; and by thus keeping a view of the unnecessary charges incurred, the person so doing will be enabled to correct many useless and dangerous degrees of folly.

Thus

Thus the *journal* being entirely transferred into the *ledger*, I want to know the state of *every account*, and also what I am worth at present—and the doing of this, is called *Balancing accounts*; therefore, *I open an account*, as in *folio 7.* in the *ledger*, and on the *Debtor* side is seen what I have a possessary right to, and on the *Creditor* side what I *owe*; by which, a view of what I am really worth may be seen at once; and the order of doing this final part of the business, is as follows.

I take a sheet of paper, and beginning with the *account* of *Cash*, *folio 1.* I find the totals of the *Debtor* and *Creditor sides*, and on subtracting the *one* from the *other*, I find the difference to be 572*l.* being the sum I have now remaining in hand,

and this amount I transfer to *folio 7.* charging *Balance Debtor* to *Cash*, and then I return to *Cash account*, making it *Creditor*, by *Balance*, for the same sum, which finally closes the *Cash account*. I then proceed to *Red Port, folio 2.* and finding the difference between the *Debtor* and *Creditor sides* (on my blotting sheet) to be 128l. being the value of the Port remaining on hand, this I transfer to the account of *BALANCE, folio 7.* making *Balance Debtor* to *Red Port*, for the quantity in hand; and then I place the same to the *Creditor side* of *Port* as there expressed, and both sides being separately added again, their totals are equal; as in all other accounts when thus balanced.

I now

I now turn over to *Alexander Grant's account*, and on my casting up the *Creditor side*, I find he has paid me in part 148l. which I subtract from the 300l. which stands on the *Debtor side*, and the difference is 152l. which still remains due to *me*, and this I charge *Balance Debtor* to, for the amount; giving him *credit by Balance*, on the *Creditor side* of his *account*, to equal the sums in that *folio*.

The next account is *stock*, on the *Debtor side* of which there are two sums, for which *stock* is *Debtor*, viz. 250l. owing to *Thomas Lamon*, and 8l. expended in *House Keeping*.

On the *Creditor side* is also the original state of my *stock* on beginning *trade*, and to that is added the 72l. gained:
these

these two sides being separately added, the difference between their *totals*, is 814l. and that is the amount of what I am now worth, which I transfer to the *Creditor side* of *Balance*, and then place it to the *Debtor side* of *Stock*, and the total of both sides equal each other.

In *folio* 5. there appears due to *Thomas Lamon* 38l. which is likewise transferred to the *Creditor side* of *Balance*, and at the same time to the *Debtor side* of *Mr. Lamon's account*, in order to equal the sums *there* also.

In *folio* 6. is the title of *Household Expenses*, and is already disposed of in *Cash account*, being the source it came from.

I have now arrived at my *account* of *Balance* in *folio* 7. and the two sides of the
folio

folio being separately added, amount to *equal sums*, like unto all the preceding accounts.

And the articles—Cash	-	-	£572
Red Port on hand	-	-	128
Debt due,	-	-	152
Constitutes my present estate,			—
and amounts to			<u>£852</u>

From which I subtract the 38l. owing to Mr. Lamon, the remainder is 814l. and consequently the *clear amount* of my *stock* at present, as appears in *folio* 4. and is a *mathematical demonstration* of the singular utility and certainty of keeping accounts on the *principles* of this *system*.

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T H E

Second Part of this Work,

IS calculated for the use of persons whose *rank*, or *sex*, exempt them from commercial employments; and who have a desire of knowing some concise method of being able to conduct their own private negotiations on certain principles, whereby they may have a daily view of their *Income*, and *Expenditure* of what they *Possess*, and how much *Indebted*; in order to be assisted in a necessary knowledge of conducting their affairs agreeable to the state of their *Finances*: and if this *maxim* is uniformly observed, it cannot fail of producing many uncommon advantages; but notwithstanding the acknowledged

I

utility.

utility of being guided by these lines of rectitude in the walks of life, how many do wander in voluntary Error?—Lost to *themselves* and *society* in the maze of *folly* and obscure *conceit*; and at length forced by necessity to reflect on *ill mocked time*, and reluctantly view the approach of *want*, the dreadful apprehensions of worldly *scorn*, and a *false* ambition mortified.

To be superior in power is the ruling ambition of the *little*, and of the *great*; and to gain a sovereignty over our own thoughts and deeds, is the first principle for obtaining it, and then a persevering regularity in registering the *works* of every *day*, is a direct accession to the wished-for *summit*; for by viewing the written transactions of *yesterday*, those
of

of *to-morrow* may be more wisely done ; and so continue improvement in succession under the counsel of wisdom ; whereby the unshaken throne of *peace* and *fortitude* may be attained, instead of the giddy precipice of *vain visions*—the tottering abode of untutored *inclinations*, who dream out life, void of reason's wakeful eye.

Certainly an account regularly kept of public and private affairs, must contribute much to the *interest* and *fame* of those who mark out *time* in such order ; while the NEGLIGENT, who take no note of *time* nor *things*, must soon feel the dire effects : a few *modern characters* have an assumed degree of elegance, which set them above the *level attention* of just reckoners ; nor can they from

this imaginary elevation, condescend to stoop to the drudgery of calculating how they ought to manage *their fortunes* ; they never reflect on the most important obligations which they owe to *themselves* and *others* ; in short, many of these thoughtless beings have but a very uncertain and visionary *idea* of their *own* existence—they become secreted *even* from themselves ; but their indiscretions remain very conspicuous to others ; and though enveloped in the dark region of *unavailing pride*, yet they are very discerning in speculating the conduct of others ; and so mindful are they of the unnecessary part of arithmetic, as to prove very expert in summing up the smallest blemishes of their neighbours ; so that neither the *grave sage*, nor the most *serious subject*, can escape their censures ;

fures; and as if engendered between *Ludicrous Satire*, and *Meagre Envy*, these self-created criticks shoot their erring shafts against the importance of *reason*, and *virtue's impenetrable armour*. They assert, that *regularity in accounts*, and all other *moral exercises*, are obligations that a dull mechanic must undergo, and only enjoined to such inferior mortals; and as for the words, "*Oeconomy, Frugality, Temperance, Debtor, Creditor, Balance, &c.*" they cannot endure any such inelegant expressions in their *style*; notwithstanding they are in general the descendants of honest and laborious *tradesmen*, whose greatest consequences have derived from these very words which they have expunged out of *their* language. Their chief entertainments consist in ridiculing the *care* and *prudence* of others; and
 should

should they hear, that a *Lady of quality*—nay, the wife of an opulent *Mechanic*, produced her *book of accounts* as a voucher for her care and good conduct during the circle of the preceding year, authenticating her tender regard for the welfare of her *family*, and her own *reputation*, they would severely condemn such an *heavy thoughtful unsocial Mrs. Thingammy*—her real name being too contemptible for utterance.

Many of the NOBLES and GENTRY (affluent in life) are not above enquiries of so much moment, as a knowledge of the state of their accounts; and many *improve* their estates, by frequently examining the books of their agents and stewards—how inexcusable then are persons more *narrowly circumstanced*, from
not

not observing the easy scheme laid down in this little work, whereby they may be secured against irregularities, and the surprize of unexpected poverty? how many have been suddenly reduced by their neglect of all arithmetical order? regardless of any sense of being satisfied with the manner of their dealings; they avoid accounting for their negotiations, lest they should view the *enormity* of their transactions on record; ever shunning the efficacy of a seasonable *reflection*, and continuing in the wild career of dissipation; till *health* and *treasure* are no more; and a thorny remembrance of golden dreams the *only* companion left: thus *dreary* and *disconsolate*, forsaken by *fashionable friends*, and unpitied by the world; no more to be charmed with the flow of *wit*, and midnight *revel*, now yielding

yielding to the impious sacrifice of *fame* and *fortune*--to base passions, whose deadly gloom overcast the despairing *victim* of his own destructive *fires*; and now *trembling* in the livid jaws of *peril*, till frenzied into dreadful thought, he *eagerly presses* to the more *dreadful doom*! pronounced against the self-murdering hand of guilt eternal.

According to the temporal manner of stating things, MONEY is the source and instrumental agent of *good* and *evil*; and consequently it is the manner by which we get it, and part with it, that constitutes the *vice* or the *virtue* arising from it; therefore, by keeping our conduct daily in *view*, we must be the better guarded against the injuries of *receiving* or *giving away* this dangerous article on
hurtful

hurtful conditions ; and rendered more capable of enjoying the happiness of getting it *honestly* ; and parting with it on honourable and becoming *terms*.

I hope very few will reject the assertion, that the restraining of our improper inclinations, can be a tax on our pleasures—a review of the well arranged business of life finishes the christian ; he who scorns that duty reprobates *man-kind* ; and what can such depraved characters plead in excuse for their imprudence ? some do attribute it to the defective seeds of their origin ; and, some to prove their legitimacy, boast of their negligence as an hereditary right—while other defenders of *libertinism* charge human nature in general, with having a greater tendency to *vice* than *virtue*. I

K

deny

deny these pretended causes of *disorder* ; for it would be a rebellious liberty in the *creature*, to charge the CREATOR with having made a partial distribution of his gifts ; it would be deeming the majesty of *justice* and *mercy* to be the author of *guilt*. The *real* cause is not very mysterious, it is but too well known—to the shame of the *heedless parent* and *guardian* be it revealed ; whose mistaken fondness has granted a wrong indulgence to the *imitative inclinations* of youth—whose immoral lives have set the examples of *wantonness*, and a neglect of all necessary *order*—*these* are the evident causes of depraved manners ; for it is from *example* and *permission* that all the commissions of *moral* and *immoral* duties arise.

I expect

I expect to be questioned relative to my having introduced *this* kind of *doctrine* in an arithmetical work—to which I answer; that I have freely censured INDOLENCE and AFFECTATION, in order to excite those capable of such servile habits, to a more active and honourable sense of duty; believing that those who *reckon* their *actions*, according to the simple scale of arithmetic offered (to *adult people*) in this work, cannot so readily trespass against the *laws* of *reason*, as persons regardless of *all rule*, and *love of order*; and confiding in this PLEA, I trust to the protection of the candid; and with due deference entreat their indulgence for having touched on a subject superior to my abilities; nor would I attempt it, but from a persuasion, that there is such an inseparable

K 2

affinity

affinity between the *necessary* and *just* reckoning of our daily transactions, and the expediency of *moral pursuits*, that I could not, consistent with my wish, omit a part of my sentiments on a subject so very important for the consideration of the *few*, who never thought that the study of ethics and numerical rectitude had been essential in acquiring universal fame.

LADIES in the general course of their *education*, have been debarred by CUSTOM from a necessary knowledge of accounts; as if their SEX prohibited them from being endowed with so reasonable an accomplishment, as to know the real state of their *own affairs*; notwithstanding the incontrovertible reasons why they should share in the great benefits accruing

accruing from it : It has been too fatally known to both *maiden* and *widowed ladies*, incapable of arranging the proper state of their accounts, how defenceless they have stood against the attacks of the insinuating *flatterer* ; the deceit of *seeming friends*, and the fraud of *sagacious agents*—nay, how many families have suffered, by the *husband's absence*, or his *infirmities* when at home, while the wife remained incapable of inspecting the duties of the clerk, and unable to state a *single circumstance* of the most material part of her business.

It would well suit the *excellence* of *humanity* in those who honour this publication with their approving thoughts, to recommend the *study* of it to such of their servants as are not conversant with
accounts,

accounts, though entrusted with *buying, selling, paying, and receiving*; many of them committing involuntary errors from not being able to state their accounts in a proper light for inspection; and, impressed with the common *belief*, that it requires much more *time* and *money* than they can afford, to obtain a competent knowledge of the ART, they are in general deterred from attempting the least advance in so seemingly hazardous and expensive an *experiment*, and consequently resign themselves to obscurity for life.

It is a pitiable truth, that thousands are thus prevented from exercising their *honest wishes*, and exhibiting the *integrity* of their *hearts*, by a demonstrative display of fair written accounts, giving a just account of their *stewardships*, and ensuring the *confidence* of their *patrons*.

IF LADIES, GENTLEMEN, MECHANICS and SERVANTS, now incapable of managing their accounts according to rule, were convinced how easily it may be acquired, they would not hesitate to become accomptants on such easy and profitable terms, as a few hours spent in studying the following scheme.

Mr. W. WATCHWELL, being just of age to enjoy his estate of 1000l. yearly, forms a PLAN of keeping his accounts according to *double entry*, that he may daily see his rule of living; and the method of doing this, only differs from that already treated of, as the offices of a *private character* differ from the business of the *merchant*; and, according to this scale, there is but one *book* necessary for *stating* and *balancing* the whole business.

Mr.

Mr. WATCHWELL has, independant of his yearly income, five hundred pounds previous to his commencing this degree of regularity; and out of this *sum* he pays for every purchase he makes, till his fortune begins to circulate in his *favour*; the whole of his yearly accompts is comprised in 4 *folios*,—a multiplicity of *examples* would not facilitate the learner's wish; yet I would recommend it to those governing their conduct thus, to keep a little *memorandum book* to make entries in it occasionally, transferring them weekly into the *ledger*, under such *titles* as they belong to: believing that 12 *folios* may contain the whole of a gentleman's transactions yearly.

AN ALPHABET is necessary for this *ledger*, to direct you to the *folio* of every *account*, as your *own* concerns may require.

A.	B. Final Balance. 4.	C. Carnage, C. 1. 2. 4. Calico, Tho. 3. Cocktail, Rd. 3.	D. Dogood, D. 4.
E.	F. Fairwing, P. 1. 3. 4. Fairman, R. 2. 4.	G.	H.
I.	J. Jingle, J. 2. 4.	K.	L. Lovejoy, M. 3. Lottery, 4. 4.
M.	N.	O.	P. Plum, M. 1. 2. 4. Paywell, Paul 2. 4. 4.
Q.	R.	S. Spring, Geo. 1. Sweepstake, S. 3.	T. Trim, Tho. 1. 4. Timewell, T. 2.
V.	U.	W. Whitebread, O. 2. 4. Wages, 4.	X.
Y.	Z.		

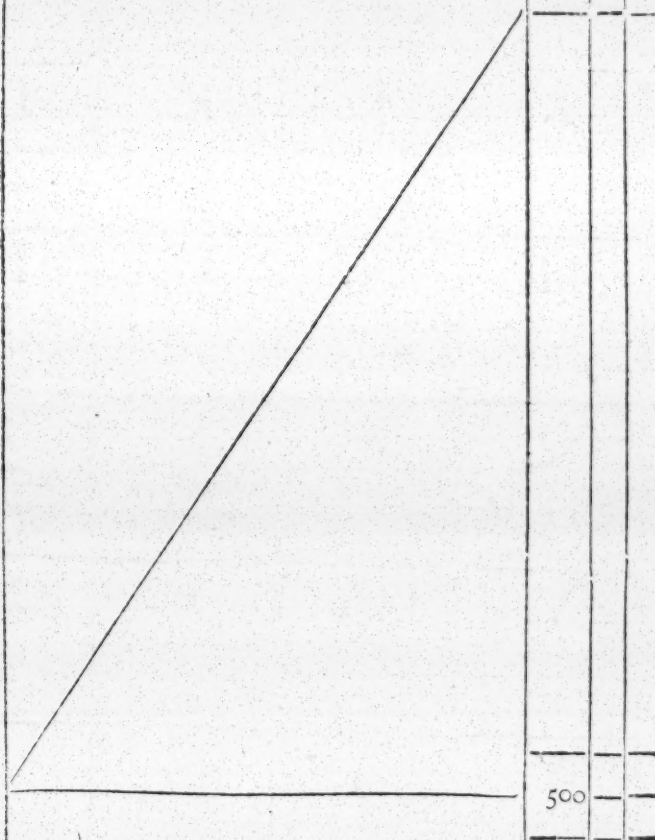
L

1776

(1)

JAN. 1 **Cash** ————— **Dr.** £. S. D.

To Stock—for so much in Hand — — 500 — —



1776

(1)

JAN. 10 Cr. £. S. D.

By *Thomas Trim*—paid for a Suit of Velvet 25 — —

30 By *Charles Carnage* the Butcher—paid his
Bill for 1 Month — — 6 — —

FEB. 7. By *George Spring*, for a new Chaise — 100 — —

28 By *Peter Fairwing* the Poulterer—paid his
Bill for 2 Months — — 30 — —

MARCH

30 By *Martin Plum* the Grocer—paid his Bill
for 3 Months — — 40 — —

By *Balance*—for Cash in Hand — 299 — —

500 — —

1776

(2)

MARCH **Cash** ————— **Dr.** £. S. D.

30 To *Stock*—for so much in Hand ————— 299 —

APRIL
12 To *Paul Paywell*—for 1 Quarter's Rent, due
25th last March ————— 100 —

15 To *Robert Fairman*—for Rent in full for one
Quarter, due 25th March last — 75 —

20 To *Joseph Jingle*—for 3 Months Interest, due
on his Bond, 30th March last — 75 —

—————
549 —

1766

(2)

APRIL

Cr. £. S. D.

10 By *Oliver Whitebread* the Baker—paid his

Bill for 3 Months, &c. — — 16 —

17 By *Timothy Timewell* the Watchmaker—paid

to him for a Gold Watch, No. 77. 20 —

19 By *Charles Carnage* the Butcher—paid his

Bill in full, till 1st. Instant — 30 —

By *Martin Plum* the Grocer—paid his Bill

in full, till 1st. Instant. — 19 —

By *Balance*—for so much in Hand — 464 —

549 —

1776

(3)

APRIL

Cash

Dr.

£.

S.

D.

20.

To Stock—for the Sum in Hand

— —

464

464

1776.

(3)

MAY.

Cr. £. s. d.

30 By Peter Fairwing the Poulterer—paid his
Bill in full, till this Day ———

49 — —

By Thomas Calico the Linen Draper—paid his
Bill in full ——— ———

56 — —

By Mark Lovejoy the Wine Merchant—paid
his Bill in full ——— ———

142 — —

JUNE

20 By Samuel Sweepstake—paid to him for a Wa-
ger loft ——— ——— ———

50 — —

30 By Richard Cocktail—for 4 Bay Geldings

100 — —

By Balance, in Hand ——— ———

67 — —

 464 — —

1776

(4)

JUNE. **Cash** ————— **Dr.** £. S. D.

30 To Stock—for the Sum in Hand ————— 67 — —

SEP. 30 To Paul Paywell—for half a Year's Rent,
just due — — — — 200 — —

DEC. 30 To Robert Fairman—for 3 Quarters Rent,
just due — — — — 225 — —

To Paul Paywell—for Rent in full ————— 100 — —

To Joseph Fingle—for 9 Months Interest,
just due on his Bond — — — — 225 — —

To Lottery—for a Prize — — — — 100 — —

917 — —

1776

(4)

SEP.

Cr. £. S. D.

24 By David Dogood—paid in Exchange for old
fashioned Plate, &c. — —

80 — —

By Lottery—paid for one Ticket —

14 — —

Dec. 30 By Charles Carnage—paid him in full —

36 — —

By Martin Plum—paid him in full —

40 — —

By Thomas Trim—paid him in full —

34 — —

By Oliver Whitebread—paid him in full

15 — —

By Peter Fairwing—paid him in full —

12 — —

By Servants Wages—in full for the present
Year — — —

60 — —

By Balance—remaining in Hand —

626 — —

 917 — —

M

INSTRUCTIONS

FOR

Stating and Balancing Accounts

IN THIS

L E D G E R.

MR. WATCHWELL commences on the 1st of January, and opens an account of the cash he had *then* in hand, being 500*l.* which he states on the left hand side of *folio* 1, in the following order,

CASH—————DR.

To *Stock*—for so much in hand - £500

By the word *Stock* is meant *himself*, and cash to the amount of what he has

is

is made *Debtor* to *him* under that name, as that species becomes accountable to him in future for its *decrease* and *increase*.

On the opposite side of the *folio* appears the word creditor, and underneath *that*, he makes an *entry* of the first payment he has made out of his *Cash*; which is to *Thomas Trim*, on the 10th of January—being 25l.

By having made this payment, his cash is *diminished* by so much; but cash is credited for the amount on the opposite *folio*, by THOMAS TRIM who received it, and the date of that transaction prefixed to it as in the example, thus :

1776
JAN. 1. Cash————Dr. £. S. D.

To *Stock*—for so much in hand 500 0 0

These *two entries* of the cash at first in *hand*, and the sum *paid*, being set on paper in the plain manner of the example before you, constitute the real order of *Debtor* and *Creditor* in the same title of account, and form the necessary ideas of DOUBLE ENTRY.

The next transaction of Mr. WATCHWELL's is, his paying his butcher's bill on the 30th of the same month; which he enters in like order on the *Creditor side*, and so on with different payments made till the *folio* becomes full; and being then desirous of knowing how much cash he has now in hand, he adds these
different

1776

JAN. 10. ————— Cr. £. S. D.

By THOMAS Trim—paid for

a suit of Velvet - - 25 0 0

different sums together on a slip of paper, and finds the total to be 2011. which sum he subtracts from the 500l. on the *Debtor side*, and finds the difference to be 299l. this difference according to the terms of the ART is called BALANCE, and is the amount of the sum now in hand. This *Balance* is entered on the *Creditor side*, and then added to the other entries there, the *total* is 500l. equal to the *Debtor side*; this *folio* being finally closed, the *account* of CASH is opened again in *folio* 2, to which the sum in hand is transferred, and made *Debtor to Stock* as before; prefixing the date of the

the

balance being struck, and forming a *Creditor* on the opposite *folio*.

The next transaction is paying his Baker's bill on the 10th of April ; and on the 12th, he receives a sum of money from his tenant Mr. PAYWELL. The sum he has paid is entered on the *Creditor side*, and that which he received on the *Debtor side* ; and be it observed as a rule,

That whenever money is given away, it is to be entered on the Creditor side of Cash Account, expressing the person to whom given and for what : and again,

That whatever money is received, it is to be placed to the Debtor side of Cash Account, mentioning from whom, and on what account ; as may be seen in the different entries, on both sides of folio 2, &c.
and

and when either *folios* become full, then both are to be separately added, and the difference made known as before, but the *figures* of their totals not to be set down on the book ; in this FOLIO, the *difference* or *balance* appears to be £464 now in the hands of Mr. WATCHWELL, which he transfers to *folio* 3, making it again *Debtor to Stock*, observing the same order in *that* folio as in the *first* ; as there are no entries of *Cash received* ; by which his treasure becomes considerably reduced, and is now no more than £67. this he likewise transfers to the *next folio*, where the Accounts of the whole Year are finally settled ; and a *balance* appears in *his favour* of £626—having saved £126 out of his first year's income.

In

In order to know how much every particular *article* cost during the course of the year; it is necessary on making any *entry* on the *Debtor* and *Creditor sides*, to annex the number of the folio to the name of the person in the alphabet, who is made Debtor or Creditor, by such entry, by which you can readily recur to the Person or Thing required.

This method may be condemned by some for its simplicity; I own it is not an object to employ a strong invention—it is no more than what any considerate *School-boy* might form; I did not calculate it for the Learned—Yet if the use of it is acknowledged by those to whom I recommend it, my wish is answered: for, in short, what I have laboured

boured for was to avoid their being perplexed in unnecessary pursuits, and to render them capable of seeing their *Domestic Concerns* in a plain manner, and, withal (I presume) as full of *certainty* as any scale of Arithmetic ever offered to the *Public*; and as every rational person, knowing how to *add* and *subtract* sums of money, may, by a very little application to this *Treatise*, be capable of stating and balancing accounts, *without* the assistance of a *Teacher*; I hope none of my *Brethren* will be offended at my endeavouring to assist *private characters*, who never meant to receive this degree of qualification in *Schools*, nor from *public Teachers*; and the advantages are too obvious to be denied; as such an *easy acquisition* leads to a prudent and improved course of *doing*; by which the PRODI-

GAL becomes reformed, and family *peace* best *preserved* and *restored*; while the frugal persevering man enjoys the happiness of *self-approving*, and the imitating youth the *guidance* due from *paternal trust*.



In

In the THIRD and LAST PART
of this WORK,

I BEG leave to approach those in general who are engaged in the *great business* of conducting the *Education* of YOUTH; *beseeking* their indulgence while I offer a few brief observations relative to the manner of initiating them to a sense of *moral duty*, by an easy *Arithmetical Practice*.

The prevailing authority of CUSTOM has granted to children a dangerous degree of indulgence in the *indiscriminate use* of POCKET-MONEY; the bounteous DONORS have not considered that a numerous train of wrong temptations ensue, or they would put *this* kind of

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liberality

liberality under some proper restrictions in the *future* application of it; to prevent the many unfavourable uses, generally made of these *well* intended, but *ill* calculated bounties.

This early privilege of pursuing the course of *others* in purchasing *ill* judged gratifications, and the false notions of enjoyment conceived in consequence of such *immunities*, too often ripens on the day of *mature* age, becoming more *habitually* strong as the possession of *treasures* increase, delusively *misguiding* (even hoary age) to *giddy Fancies* and *Intoxications*; mistaking the *serene* order of well-spent time, never reckoning what is *done*, nor what to *do*.

Were my *powers* equal to my love of
being

being contributive to so *important* and *universal* a concern, as the necessity of reforming these *long practised Abuses*, I would not be sparing of my labours in so *ample a field*, where CULTIVATION is so much wanted and *too much* neglected by more able hands, *who*, forgetful of their *husbandry*, turn their thoughts on *self-aspiring Cares*, their *grave deportments* to *temporary temporal Cabals*, sowing *sedition*, instead of the fruitful seeds of *peace*, to make a thorny harvest—*neglecting the useful Vine*; extinguishing the illuminated walks of *safety*, with *dark infectious blasts*, long cavern'd in convulsed *Ambition*. Why should the military *phrase*, and arrangement of *Hosts*, be the *stile* and *study* of the avowed servant of the PRINCE of PEACE, who enjoined him to a contrary exercise of his *talents*, and
 sense

ſenſe of *Tuition*? and not to promote diſcord—even in the ſtate of a *tyrannical Ceſar*.

But if a few men, *frenzi*ed with AMBITIOUS VIEWS, neglect their duties of exhorting perſons ſubject to their influence to a *moral* and *numerical* obſervance of *Order*, why ſhould *Parents* and *Teachers*, whoſe intereſts are more feelingly concerned, any longer ſuſpend the *Queſtion*—“ Whether the *indiscriminate uſe* of POCKET MONEY ſhould be granted to *youth* during their *pupilage* or not?”

It will not be difficult to perſuade the *Rational*, how to decide on this important queſtion—I addreſs myſelf more particularly to thoſe who are governed by a *cuſtom* unsupported by *reaſon*; being convinced

vinced that the most *excellent exercises*, and reasonable *embellishments*, capable of giving the greatest splendour to the actions of youth, and are founded on the principle of knowing how to make a wise choice in the general course and manner of *obtaining money* and *parting with it*, and in exchanging any one thing for another, and that the earlier the pupil is *initiated* to a corrective measure of innumeration on paper the most *trivial* of his concerns, as they daily occur, making orderly minutes of *bounties received*, and the manner they are *disposed of*; the sooner shall he be impressed with the *desired* attention to the respective *duties* required by the *prudent parent*, or *guardian*. The *arithmetical Maxim* I would wish to be introduced to YOUTH, in order to regulate their *inclinations*, is very easily

easily acquired; there is no more than a plain knowledge of *Addition of Money*, necessary for commencing so great a business as the chief concerns of life, and this preparatory lesson may be obtained by a youth of ten years old in ten days, provided he can transcribe in any legible manner.

In this introduction to correctness, care ought to be taken, never to give them any difficult and unnecessary number of figures to numerate; nor sums to add, which cannot be explained in familiar expressions: on their beginning of Accounts, the quantity of money expressed in each line, and the amount of the whole in the page, or sums given to be added, ought to be formed according to the ripeness of their comprehension

and

and knowledge of reckoning it in species, lest any little *difficulty* would deter their *Inclinations*; and when capable of arranging *pounds, shillings, pence, &c.* and adding a few easy sums together with a degree of readiness; then, if it is so *very expedient* to let him have a few shillings in his pocket in order to make him as *wealthy* as some of his CLASS-FELLOWS, I would accompany this mark of my Favour, with a little *Memorandum Book* for his *other* pocket, to make daily entries in it of money and other gifts *received*, and *purchases made*, enjoining him to a punctual regularity in expressing the transaction as *circumstantially* as can be expected from his capacity; and at the end of every week to *transfer* them into a more bulky book, to be preserved for further use; and until a youth is thus far

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qualified,

qualified, he ought not to be indulged with having any article to *dispose* of *indiscriminately*, which must naturally lead him to a *neglect* of *Literary Pursuits*, and an *habitual desire* of being frequently gratified in little luxuries and many dangerous temptations which too frequently amount to unconquerable *dissipation*, with all its fatal consequences.

The youth who is convinced that he is not to have money till *he can account* for it in *this manner*, will certainly exercise his abilities the *more*, in *School-duties*, in order to become qualified for having so desirable an office, as the disposal of his *own cash*, tho' under *restrictions*; and however disagreeable the restraint may at first appear, there is little doubt of the *consequences* being full of
hap-

happinefs and a *true* fenfe of *real* plea-
 fure. Every alluring care ought to be
 taken in the Introductory part of this
 bufinefs, to induce him to a rigid com-
 pliance with making regular entries of
 all the tranfactions, wherein he had oc-
 cafion to receive money or give it away,
 or exchange any *one* thing for *another*,
 whether *right* or *wrong* in his dealings,
 not making fudden enquiries into the
 firft parts of his conduct, nor rigorous
 Cenfures of his greateft neglects, but
 rather to appear his *Advocate* when any
 misfortune happened, efpecially if the
 trefpafs is readily *acknowledged* by him,
 as the getting him to a fenfe of discover-
 ing *his own blemifhes*, is the fecuring of the
 firft neceffary and *great Principle of Duty*.
 Any miftake of his commiffion or omif-
 fion, muft be much excufed, by plead-

ing *inexperience* in his favour, and the usual allowances made for *Casualties*; exhorting him by this kind of tenderness, above all things to be most strict in making *faithful entries* of his UNLUCKY AFFAIRS, in as minute and circumstantial a manner as the most FORTUNATE and successful *Events*; always encouraging him above the encounters of *ill-chance*, lest he should in *future* be deterred from making trials of his Judgment, and render him *too timid* in venturing on *decisions* in matters very plain, and within his comprehension; for many *Persons* have been deprived of the proper exercise of their *Faculties* by receiving the early prejudice of being *too fearful* in speaking their thoughts to those who had *charge* of their *Education*.

By

By making these unsuspected trials of his own *Desires* and general *Dispositions*, the Tutor will be enabled to form advantageous laws for the better governing of his tender *Subject*, free from the appearance of *Tyranny* and want of *Temper*; but though I consider mildness and good humour as the most prevailing *Qualities*, yet I would have them appear in all the concerns of tuition *gravely Great* in support of the *Dignity* necessary for the *Tutor* to maintain with his *Pupil*; and indeed I think that a continued serenity in *Words* and *Actions*, will be found more capable of claiming a *perpetual awe* over *Giddiness* and *Obstinacy* than any pretended or real *Agitation*; as the grand principle for obtaining a *right Dominion* consists in gaining the *confidence* of the *governed*, and then to impress on his mind a sense of
treating

treating his superiors with *due Reverence* — his friends and patrons with *Gratitude* — the poor with *Hospitality*, and the abandoned with *Pity*: And as he finds these virtuous principles applauded, he continues to surmount his *Childish Follies*; to grow stronger in resisting *mean Temptations*, and to abhor the dishonourable *disobedience* of others; confiding in the calm reasoning counsels of his approved *Friend* and *Preceptor*, he no longer conceals his practices from the inspection of his *Guide* and *Guardian*, entreating him to freely censure as justice may require, that he may be the better enabled to discern the proper choice in doubtful scenes, and to persevere more fervently in the *Works of Reformation*.

To establish this uniformity of principle

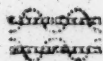
ple is the most *celebrated part* of the Teacher's task, and the greatest *vigilance* can hardly restrain the operative influence of POCKET MONEY—What an infinite *anxiety* and want of *rest* may be seen in the youth enriched with the *possession* of a *Guinea*? How *uneasy* and *perplexed* till it is divided into as many *parts* as he has *Passions* to gratify? When in the *Toy-shop* or at the *Pastry-cook's*, what *Merchant* on *Change* or great *Negotiator* can have more deliberate *cares* and nice *scruples*, than this young dealer, agitated with *all the force* of his *contending Inclinations*. This is the *fit time* to enforce the necessity of being punctual in making fair written records in his *Day-book*, of all his material transactions as they occur, in order to make him familiar with the necessary order of entering therein such *Wares* and

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Merchandizes as he BUYS, SELLS, or EXCHANGES, blending with these *expences* and *Trafficks of Pleasure*, the several other charges which have happened on his account, such as *Tradesmen's Bills* for different wearables, *Education*, *Public Entertainments*, &c. which early arrangements of conduct must give a superior *Excellence* to maturity ; why then should *custom* any longer prevail against the *dictates* of *Reason* ? especially when the essential great consequences *occurring* from this mode of pursuing right objects are *self-evident*. The *Method* is so easily acquired, and the *Practice* cannot be very unpleasing, nor yet impede any other desired accomplishment, as the whole business of a day may be recorded in half an hour ; nor are the forming of *Stile* and *Expression* necessary for registering these first deeds of commerce

merce *an unprofitable* part of study, as it contributes to give a graceful readiness to the *utterance* of *Thoughts*.

The *Form* and *Order* of the Day Book may be as follows.



P

DAY

DAY BOOK.

		£.	S.	D.
		1	1	—
1776 May 1	Received from my <i>honoured Father</i> for Pocket-money — —			
2	Paid for a <i>Penknife</i> to Mr. <i>Edgeworth</i> — —		2	6
6	Paid for 2 <i>Gooseberry Tarts</i> — —			6
7	Paid ditto — —			3
20	Received a new Suit of <i>Crimson coloured Clothes</i> from home, value —	4		—
26	Paid for a Pair of <i>Metal Buckles</i> —		2	6
28	Paid for a Pair of <i>Garters</i> — —			6
29	Sold my <i>Top</i> and <i>Ball</i> for —		1	—
31	Paid for <i>Pens, Ink</i> and <i>Paper</i> —		2	10
	Paid for a <i>Pocket Memorandum-book</i> —		1	6

Note, That these Accounts being entered as in a *Mercantile Day-book*, they are at a future Day to be transferred into a *Journal*, and finally into a *Ledger*.

When that he is once capable of doing even this much, with any degree of good order, how easy is it to introduce him to a method of transferring these accounts into a Journal-form, and from thence to a Ledger, as his capacity ripens; which if preserved in this order will prove to be very pleasing and interesting in the days of reflection.

I am concerned much for the many who have been debarred from receiving this arithmetical part of Education at a more proper day of life than what is generally practised in the Schools: Some are of opinion that it ought to be the last qualification given to youth intended for Trade, and that it is absolutely necessary they should first go through all the multiplicity of rules in *Vulgar* and

Decimal Arithmetic to prepare them for the great sublimity expected in the *Scientific Art* of BOOK-KEEPING ; which (say they) is founded on *Abstruse Mathematical Principles*. I affirm the *Art* is *Scientific* ; and consequently I deny its being *Abstruse*, except when concealed in ill expressed IDEAS.

The building of Castles, Fortifications, Ships, and the Art of Navigation, &c. are performed very accurately by many thousands of people who never knew the *Theory* of common *Arithmetic*, and these performances are conducted on strict *Mathematical Principles*, exercised by an early and familiar knowledge of the simple, and most easy parts of the Practice ; and just so, LADIES and GENTLEMEN, by an early mode of being amused in the useful practice of keeping regular

regular and just accounts of their income and expences, may glide with ease and advantage into the *practic part* of numerical correctness, free from the tedious and burthensome preparatory lessons too frequently made use of.

By pursuing Life in this uniform order, many are the profitable and durable *sweets* accruing from it. It gives an established regulation to the *actions of Men*, impressing on their *Minds* a noble and grateful desire of perpetually acknowledging the Fostering Care, and seasonable Precepts of those who governed them; so as to naturally lead to the greatest bliss on earth—A *right Sense of Duty* to Parents and others, to the immediate advancement of decorum, and the dignity of all that is social in human Society :

Society : And thus, *Man*, may harmoniously cherish *old Age*, with a testimony before him, of having triumphed over LIBERTINISM and INFIDELITY, by a *simple purity of Manners*, in a correct record of his *past deeds*, whereby he possesses that moral enjoyment not known to *shameful Irregularity*. For an account of our TREASURE, TIME and TALENTS, are not required by *Moral Duties* only, but also by the LAWS and RELIGION of the STATE.

The *Dutch* have a Proverb, "That none need be poor who keep correct Books." By this they understand, that if the necessary regularity is observed in keeping accounts, they may see, at pleasure, whether their scheme of living be frugally agreeable to their *Fortunes*, and
at

at all times be capable of forming a *Medium*, whereby they may contentedly share the pleasures justly due to them, and stand guarded against *Extravance*, and all the destructive *Vices* flowing from a *Mad Intemperance* ; consequently a serene and lasting Felicity are the delicious Fruits of a moral Rectitude.

F I N I S.

ADVERTISEMENT.

Mr. LAMON, of *New-street, Hanover-square, London*, having, at a considerable Expence, purchased the Copy-Right of the preceding Work, entitled “*QUIN’S RUDIMENTS OF BOOK-KEEPING, &c.*” and he being now the sole Proprietor of it, has (conformably to the Statute) entered the same in *Stationer’s Hall*; therefore any Person or Persons presuming to print the said WORK, without his Authority, shall be prosecuted as the Law directs.

May 27, 1776.

